Fischer, O’Hara-Grace Assistant Rector

Details of Position
Schedule: 12 month/live-in position — (Time away from the complex is determined in consultation with the Rector to ensure on-call coverage and effective administration of the complex.)
Stipend: Approximately $14,000 annually plus a furnished apartment and University Meal Plan (meal plan is fall and spring semester only)
Start Date: Mid-May (exact start date flexible)

Responsibilities may include but are not limited to:

Professional: The Assistant Rector is a representative of the University and may be required to:
- Attend Hall Staff meetings and building representative meetings
- Participate in on call duty rotation with head staff
- Participate in University Hall Staff training
- Attend one Hall Staff in-service each semester
- Share on call rotation with Head Staff for University breaks (Fall Break, Thanksgiving, Winter Break, Spring Break, Easter, Summer Break)
- Be prepared to assume the duties of the Rector in circumstances when the Rector will be absent from FOG

Minister: The Assistant Rector is a role model in all aspects of their life including living an integrated spiritual life:
- Presence - being available in the community on nights other than duty night and showing an active interest in FOG residents by being available to them and knowing them well enough to be able to provide direct assistance, or appropriate referral, to various areas including, but not limited to: academic, spiritual, social and personal issues;
- Play a significant role in enhancing the FOG community through example, actions and participation in the lives of its residents
- Coordinate hall liturgies/Mass, prayer services, and programs designed to enhance spiritual life
- Attend Sunday liturgy in their community with their residents

Educator: Learning happens outside the classroom and Assistant Rectors aid in this process by:
- Challenging disruptive behavior within the community by enforcing all University policies as outlined in the University student handbook, duLac, as well as policies specific to individual residential communities
- Modeling and living by the University’s policies
- Participating in FOG orientation for new residents
- Working closely with residents in the community to plan and participate in events including the annual FOG concession stand

Administrator: Completing paperwork and working with other University departments including:
- Submitting work orders for repairs or requesting maintenance
- Completing programming proposals, funding, and evaluations
- Completing Incident Reports for disruptive behavior
- Assisting with housing processes, such as check in, check out, room picks, etc.
- Assisting with Hall Staff selection processes as determined by the Rector
- Assisting the rector in the general administration of the residence facility and its programs
- Assisting with FOG office coverage as needed
- Assisting Rose Exterminator with rounds (Oct-April) on a monthly basis (both community centers, certain sections of apartment buildings each month, schedule to be determined according to Rose Exterminator’s schedule and availability of responsible AR)
- Working with staff and the maintenance coordinator in the preparation of apartments during the move-in and move-out process. This includes giving tours to prospective students, completing move-in procedures with new residents, and providing maintenance assessments of vacant and partially occupied apartments;
- Updating and maintaining the FOG website, Google Group and any other communication mechanisms
- Assisting with managing FOG community property and community centers

Contact: Nathan Elliot – Rector, nelliot1@nd.edu, 1-8607
Fisher, O’Hara-Grace Graduate Residences

Facilities:
- 198 Fischer Apartments
- 36 O’Hara-Grace Townhouses
- Fischer Community Center
- Wilson Commons

Residents:
- 522 Students at Full Capacity
- Co-ed: 51% Male, 49% Female
- 36% International Students
- 44 Countries & 40 States
- 52% Graduate Students, 26% Law, 18% Business, 4% 5th-yr Undergrad